II. Functions.

Jurisdiction of Conservator, Northern Circle.

The jurisdiction of the Conservator of Forests, Northern Circle, does not extend to the City of Bombay.*

Head-quarters of Conservator, Southern Circle.

402. The head-quarters of the Conservator of Forests, Southern Circle, should be Belgaum.†

403. The Divisional Forest Officers of N. D. Kánara and E. D. (old S. D.) Kánara should make Belgaum their head-quarters for 4½ months during the rains.‡

Delivering and taking over charge.

403a. Charge reports of gazetted officers should be submitted to Government through the Accountant General in a joint letter signed by both officers concerned on the printed form.§

III. Correspondence and Reports.

A. Correspondence.

Channel of correspondence between the Conservator and Divisional Forest Officer.

404. Subject to any instructions which may be given by the Commissioner orders issued by a Conservator to any Divisional Forest Officer and correspondence between the Conservator and any such officer shall be forwarded through the Collector, who will record such remarks thereon, or, in matters other than such as are described in section 326*c*, Rule 4, Standing Orders, Forests, give such directions with regard thereto as he thinks fit.

Procedure when difference of opinion arises.

In the event of a difference of opinion between a Collector and the Conservator of Forests, either officer may refer the matter to the Commissioner who will either dispose of the reference himself or, if he thinks it necessary, obtain the orders of Government.‖

Channel of correspondence between the Divisional Forest Officer and Assistant Collector, Mámlatdár and Village Officers.

405. Letters from a Divisional Forest Officer to a Mámlatdár should ordinarily be sent through the Assistant Collector in charge.

Orders by Forest Officers to Village Officers shall ordinarily be sent through the Mámlatdár, to whom the Village Officers are subordinate, but may, if urgent, be sent direct, provided that in every such case copies of the orders shall at the same time be sent to the Assistant Collector in charge and to such Mámlatdár as aforesaid.

* Government Resolution No. 7016, dated 10th October 1891.
† Government Resolution No. 3847, dated 25th June 1887.
‡ Government Resolution No. 1047, dated 9th February 1899.
§ Government Resolution General Department No. 2009, dated 10th April 1905.
‖ Government Resolution No. 7107, dated 6th September 1892.

III. Correspondence and Reports.

A. CORRESPONDENCE—*continued.*

Cases in which Conservator may report to Government direct.

406. In matters relating to departmental finance or to appointments, transfers or leave of establishment, in which the orders of Government are required, a Conservator may report to Government direct.*

Correspondence with the Inspector-General of Forests.

407. Several instances having recently come to the notice of Government of officers of the Forest Department corresponding direct with the Inspector-General of Forests, on subjects in regard to which the control vests in this Government, the Governor in Council desires to impress on all officers of the Department that such procedure is not approved by Government, and if any such practice of the kind exists in the Forest Department it should forthwith be discontinued.†

Correspondence to go through the Commissioner.

408. In order to ensure the Commissioner's proper control and the exercise of his responsibility in forest matters, His Excellency the Governor in Council is pleased to direct, in modification of all previous orders on the subject, that all official communications on the subject mentioned below should be addressed by the Conservator or Deputy Conservator of Forests in charge of a Circle to the Divisional Commissioner concerned and not to Government direct:—

Thefts of Government money.

Application for leave.

Correspondence regarding appointments of Forest officials and subordinates.

List of minor works of which the cost is less than Rs. 1,000.

List of urgent works costing more than Rs. 2,500.

Construction and repairs of roads and building, etc.

Reports regarding Civil suits.

Inspection of Divisional Forest offices.

Change of head-quarters of Forest Officers.

Powers of Forest Officers under the Forest Act.‡

Correspondence with the Director of Dehra Dun Forest School.

409. The Director of the Forest School at Dehra Dun is authorized to correspond, when necessary, direct with the Conservators of Forests in the Bombay Presidency on the subject of the analysis of specimens of soils obtained from forests that are protected against fire and from those that are not so protected.§

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* Government Resolution No 7107, dated 6th September 1892.

† Government Resolution No. 8721, dated 5th November 1892.

‡ Government Resolution No. 8350, dated 28th December 1898.

§ Government Resolution No. 5274, dated 4th August 1888; and G. I., R. & A., No. 595-F, dated 15th June 1888.

III. Correspondence and Reports.

A. CORRESPONDENCE—*concluded.*

Correspondence with Political Agent, Dángs.

410. The Conservator of Forests should communicate with the Political Agent on subjects connected with the political affairs of the Dángs in which he may consider interference necessary.*

Correspondence with the Accountant General.

411. The Conservators of Forests should address the Accountant General's office and not the Treasury Officers regarding any extraordinary demands their Department may have upon the treasuries.†

Correspondence with Conservators in Madras.

412. The Conservators of Forests in the Madras Presidency are permitted to enter into direct communication with the Bombay Government.‡

Designation on official letters.

413. At the head of official letters both the name and official designation of the writer and the official designation only of the officer to whom the letter is addressed should be given.§

Vernacular terms to be avoided.

414. In all official correspondence vernacular terms such as *Pránt* for Assistant Collector in charge of a sub-division, and similar words for which English equivalents are available should be avoided.‖

B. Administration Reports.

Skeleton report.

415. The following headings in the skeleton report are given in the "Table of Contents," which being filled up in accordance with the prescriptions contained in the "Memorandum," have been sanctioned by the Government of India in their letter, Department of Revenue and Agriculture (Forests), No. 10-F, dated 5th August 1904:—

ANNUAL PROGRESS REPORT OF FOREST ADMINISTRATION.

[The report shall not cover more than 20 pages in print.]

Table of Contents.

Chapter I.

Constitution of State Forests.

Section 1 Alteration in area.
„ 2 Forest Settements.
„ 3 Demarcation.
„ 4 Forest Surveys.

*Government Resolution No. 5919, dated 24th November 1871.
† Government Resolution No. 3264, dated 22nd May 1877.
‡ Government Resolution No. 2067, dated 12th March 1883.
§ Circular, General Department, No. 1619, dated 16th March 1906
‖ Circular, General Department, No. 1010, dated 13th February 1907.